## Training Course

**HR Essentials**

<table>
<thead>
<tr>
<th>Course Language</th>
<th>English</th>
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<tbody>
<tr>
<td><strong>Course Duration</strong></td>
<td>The course is run over 45 days, divided into five (5) three-day learning modules representing the broader functional areas of HR management.</td>
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| **Course Objectives** | 1. Define Human Resource Management and explain the roles and responsibilities of human resource professionals.  
2. Understand the recruitment methods and recognize biases in the interview process.  
3. Explain the selection process and identify key selection tools.  
4. Explain the basic elements of a total compensation system.  
5. Understand what training is and the importance of learning style.  
6. Describe the performance evaluation process and systems. |
| **Course Content** | **Course Key Topic Area Includes:**  
Module 1: Human Resources Management  
Module 2: Recruitment and Selection  
Module 3: Compensation and Benefits  
Module 4: Employee Development  
Module 5: Performance Management |
| **Learning Outcomes** | **At the end of the program the trainees will be able to:**  
1. Create a stronger alignment between the organizational and HR goals.  
2. Build the understanding of practices.  
3. Apply newly learned HR knowledge to skill-based activities similar to those required on the job.  
4. Plan for ways to transfer the knowledge and skills learned from training to on-the-job tasks. |
| **Target Audience** | • Divisional or departmental supervisors  
• Team leaders  
• Employees with management responsibilities  
• Individuals seeking higher management positions or transitioning into HR |
| **Course Material**  
/Technology used/  
Details Relevant to the course. | PowerPoint presentation  
Group discussions and presentations  
Hands on activities and games  
Case studies and scenarios |
| **Course Fees** | QR 1000 per module. |